PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	23/12/22	Prepared by	Asha jyothi	Serial no.	**11993**
Supplier name	Venkatramana Stationery & Binding works			HO inward no.	
Firm/Company	SSCCP	Project	HO	HO received date	
PO/WO date	16/12/22	PO/WO No.	95106	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1151	19/12/22	29,484/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	29,484/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	115331	Proof of delivery matches MRN	☑ Yes ☐ No

Amount B –Other Credits : Transportation charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	29,484/-
Amount E – PO / WO value:	29,484/-
Amount F – Difference (A – E):	-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	02/01/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha jyothi				
Sign:	Asha	APPROVED 23 DEC 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date	23/12/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Ph: 040 - 27842572
Cell: 9849360076 / 99665 18678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No 95102/204544 Date 15/12/22

Delivery Challan No Date

Bill No. 2022-2023 **1151** Date 19/12/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	ledger paper	4802	5pkt	430	2150				
2	A3 paper 100gsm	"	5pkt	870	4350				
3	A4 paper	"	50pkt	270	13500				
4	A4 Color paper [illegible]	"	5pkt	380	1900				
5	A4 paper 100GSM	"	5pkt	435	2175				
6	A5 paper	"	15pkt	150	2250				
7									
8									
9									
10									
11									
12	INWARD								
13	Inward No: 771 Dt: 19/12/22								
14	MRN No: 115331 Dt:								
15	Received By: Sign:								
16	Samarth								
17	MODI PROPERTIES								
18									
19									
20									
				Total					
				SUB Total	26325				
				CGST	1579.5				
				SGST	1579.5				
				Grand Total	29,484			29,484	

Rupees.........

SUMMIT SALES LLP R.R. DIST. IN WARD No: 03/02 Date: 23/12/22 Sign:

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 16-12-2022 15:14:17

Copy

95106
13.12.22 3:48:59

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No**	95106	204544
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	16-12-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	15-12-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	187000 - STAT-Stationary - Ledger Papers-- - - - Bundles *green*	5.00	430.00	0.00	12.00	2,408.00
2	569300 - STAT-Stationary - Paper A3-- - - - Bundles *100GSM*	5.00	870.00	0.00	12.00	4,872.00
3	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
4	466300 - STAT-Stationary - Paper A4-- - - - Bundles *green*	5.00	380.00	0.00	12.00	2,128.00
5	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100GSM*	5.00	435.00	0.00	12.00	2,436.00
6	466300 - STAT-Stationary - Paper A4-- - - - Bundles *A5*	15.00	150.00	0.00	12.00	2,520.00
				Total Order Value . . .		**29,484.00**

Rupees : Twenty Nine Thousand Four Hundred Eighty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Nil
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality anf specifications.Above order for head office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Summit Sales LLP***

Authorised Signatory

16/12/2022

Name : ______

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	15.12.22			
Site & Phase :	Head Office	Time:	15:28			
Unit No./Block No.						
Supplier:		Req. No.	204544			
Material required before date:		ID No.	82526.			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT2767-Stationary-Ledger Papers----Bundles 430/-	05 (green)				
2	STAT5876-Stationary-Paper A3----Bundles 870/-	05 (100 GSM)				
3	STAT5901-Stationary-Paper A4----Bundles 270	50				
4	STAT5901-Stationary-Paper A4----Bundles 380/-	05 (green)				
5	STAT5901-Stationary-Paper A4----Bundles 435/-	05 (~~100 GSM~~)				
6	STAT5901-Stationary-Paper A5----Bundles 150/-	15				
7	STAT7304-Stationary-Highlighter----Nos	15				
8	CONS2101-Consumables-Dustbin-PVC---Nos	5				
9	CONS7126-Consumables-Coffee Cup-STD--Set of 12-Nos	2				
10	CONS6689-Consumables-Water Bottles---1 Ltr-Nos	12				
Remarks:						
	Engineer	Project Manager	APPROVED	Purchase		MD
Prepared By:	Jai Kumar. G	jai kumar	16 DEC 2022			
Approved By:	Jai Kumar. G		MINISH PARIKH			
Sign & Date:	15.12.22		MANAGER PROCUREMENT			

PO 95106